

## PERFORMANCE MEASUREMENT REPORTING

[04/05]

- (a) In the performance of this Subcontract, the Subcontractor shall submit monthly cost and status reports in accordance with the JPL "COST REPORTING FOR NON-EVM JPL SUBCONTRACTS" guide.
- (b) The Subcontractor agrees to provide access to all pertinent records and data requested by JPL. Access is to permit JPL surveillance to ensure that the management system complies, and continues to comply, with the criteria referenced in paragraph (a) of this clause.
- (c) The Subcontractor shall provide the following data:
  - (1) Cost Reporting for Non-EVM Subcontract
    - a. Date of first submission: 30 days after subcontract award
    - b. Frequency of submission: Monthly
    - c. Approval method: JPL Review and letter
    - d. Date of subsequent submission(s): On or before the tenth day after the subcontractor's fiscal month end.
    - e. Required copies: Two

### Cost Reporting for Non-EVM Subcontracts Preparation Information: (see referenced JPL Guide)

- a. Monthly report due ten days after subcontractor's fiscal month-end.
- b. Report shall consist of four sections:
  - i. Technical/Status Narrative
    - a) Heading with the Name of the effort, the JPL Subcontract or JPL Purchase Order number, the contractual period of performance
    - b) Technical Summary or abstract of the Statement of Work
    - c) Accomplishments in the current reporting period
    - d) Planned accomplishments in the next reporting period
    - e) Description of any problems(s) (these require detailed discussions in item iv, below.
  - ii. Schedule (or Weighted Milestone) - provide either:
    - a) A work flow "Gantt chart" of sub-tasks with verifiable milestones every 4-6 weeks, OR
    - b) A work flow weighted milestone schedule of sub-tasks with verifiable monthly milestones
  - iii. Cost/Financial
    - a) Monthly calendarized graphic summary that identifies:
      - 1) Funds received
        - i) Also the date of the last funding increment received.
      - 2) Budget plan – monthly profile of baseline budget
        - i) Also, the date of the establishment of the baseline budget
      - 3) A revised Estimate-to-Complete plan (if baseline budget profile is outdated)
        - i) Also the date of the last revision of the EAC profile
      - 4) Larger efforts may be required to report the current plan and actuals for headcount.
  - iv. Variance Narrative
    - a) Each problem identified shall address:
      - 1) The cause of the problem.
      - 2) The impact of the problem (dollars, time, or on other tasks),
      - 3) The corrective action plan for the problem, and
      - 4) The date of expected problem resolution.